



State of Utah

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**Utah Department of Health
Executive Director's Office**

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Dear Local Health Officers, Nursing Directors, WIC Directors and Health Promotion Directors:

This letter is to introduce Utah Department of Health (UDOH) guidance on training terminology and requirements for Local Health Departments (LHDs). Training is an area of professional development that the UDOH and the LHDs agree is important. Training provides public health staff the opportunity to obtain, develop and refine work skills. Over the years training has become an area of confusion and, occasionally, conflict between UDOH and LHDs. In response, the Streamline Project was pursued. This project consisted of many conversations with UDOH Bureau Directors, LHD Nursing Directors and the UDOH Training & Education Center staff as well as an assessment inventory from LHD Nursing Directors and UDOH programs. The project was also discussed with the LHD Health Education Directors. During the initial stage of the project we found some discrepancy between perceived and actual training requirements.

The result of this effort is the production of two documents that are tools to assist UDOH and LHDs identify and clarify required training. 1.) Training Terminology; and 2.) Streamline Required Training Inventory. The first document is intended to define required, recommended and other trainings and the second document is an inventory of UDOH required trainings for LHDs. These documents are attached and can also be found on the Training & Education website at <http://health.utah.gov/training/>. The inventory will be updated yearly or as additional required trainings become available.

Please review the two documents and share them with your staff. I believe they will provide guidance about training the Utah Department of Health requires.

This is the beginning of a process to improve coordination of training provided by the UDOH. UDOH Training & Education Center staff will take the lead, and involve the LHDs and UDOH management in identifying ways to improve training coordination.

If you have questions about a specific training please contact the program manager of that program directly. For any questions on the documents or the process contact Nicole Bissonette, MPH at 801-538-6614 or nicolebissonette@utah.gov.

Sincerely,

A. Richard Melton, Dr. P.H.
Deputy Director

Enclosures (2)